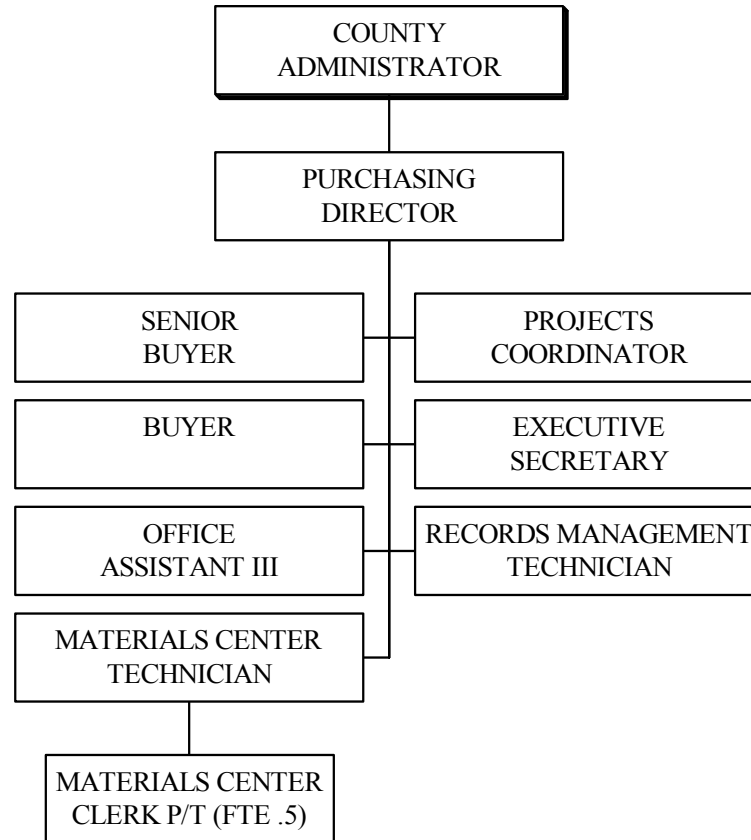


**PURCHASING
FISCAL YEAR 2003-2004**



DEPARTMENT: ADMINISTRATIVE SERVICES			DIVISION: PURCHASING		
	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2003-2004 BUDGET	% CHANGE
REVENUES:					
General Fund	464,320	422,898	474,075	529,853	11.8%
Enterprise/Internal Service Fund	0	0	0	0	N/A
Other Funds	0	0	0	0	N/A
Departmental Revenues	0	0	0	0	N/A
Grants and Other Revenues	0	0	0	0	N/A
TOTAL:	464,320	422,898	474,075	529,853	11.8%
APPROPRIATIONS:					
Personnel	306,610	322,891	362,961	398,908	9.9%
Operating Expenses	148,246	94,164	105,939	127,445	20.3%
SUB-TOTAL:	454,856	417,055	468,900	526,353	12.3%
Capital Outlay	9,464	5,843	5,175	3,500	-32.4%
Non-Operating Expenses	0	0	0	0	N/A
TOTAL:	464,320	422,898	474,075	529,853	11.8%
FTE POSITIONS:	8.5	8.5	8.5	8.5	
MISSION:					
The Purchasing Department's mission is to strive to provide the materials and services required by all county departments; ensuring integrity, quality and efficiency as we facilitate a pro-active, competitive process.					
FUNCTION:					
The Purchasing Department is responsible for overseeing purchasing activities of the County in accordance with Florida State Statutes and County Regulations. Responsibilities of the Purchasing Department include the purchasing or contracting for all supplies, materials, equipment and contractual services required by any County department; to operate the Material Center to provide printing, duplicating and document preparation services for all departments; to maintain the County's capital asset records; to provide records management services for the retention and disposition of County records; to transfer equipment to or between County departments, and/or handle sales of surplus equipment, supplies and materials.					
2003-2004 GOALS & OBJECTIVES					
1	Continue the conversion to a paperless requisitioning system.	4	Continue the enhancement of the internet and intranet web sites to provide additional services to our internal and external customers.		
2	Expand the use of the Purchasing Card for Services.	5	Enhance training programs for County Departments.		
3	Formulate additional term contracts to more efficiently purchase goods and services.	6	Continue to provide training for Purchasing staff to obtain certification.		

DEPARTMENT: ADMINISTRATIVE SERVICES**DIVISION: PURCHASING****KEY INDICATORS:**

	<u>DESIRED TREND</u>	<u>2001-2002 ACTUAL</u>	<u>2002-2003 BUDGET</u>	<u>2003-2004 PLANNED</u>
Purchasing Card Transactions		11,168	12,000	15,000
Purchase Orders > \$2,500		3,508	2,000	2,000
Purchase Orders \$2,501 - \$20,000		845	500	500
Purchase Orders < \$20,000		312	600	600
Total Purchase Order Value		47,590,544	40,000,000	50,000,000
Material Center Copies (Black & White)		2,877,154	3,200,000	3,400,000
Material Center Copies (Color)		145,097	100,000	150,000

The above performance measures will indicate how successful the Purchasing Department has been in the implementation of the Departments goals and objectives.

The increase in Purchasing Card transactions will reduce the quantity of small dollar Purchase Orders, resulting in a cost savings. Additionally, this will increase the rebate issued to the County from the card-issuing bank.

By increasing the number of term contracts for the purchase of goods and services and providing the using departments with additional training, it is anticipated that this will result in a reduction in the number of Purchase Orders under \$20,000 and the increase in the number of Purchase Orders over \$20,000 resulting in a cost savings.

COMMENTS:

Purchasing budget increase for FY04 is due to the need to replace old outdated Purchase Order Printers and to acquire a Digital copier for the Material Center at the expiration of the current copier's lease agreement.